

**APPLICATION FOR PLANNING REQUEST
CITY OF PRINCETON**

Street address of property: _____ Zoning: _____

Legal Description: _____

Applicant:

Name: _____

Address: _____

Phone #: _____ Email: _____

Property Owner:

Name: _____

Address: _____

Phone #: _____ Email: _____

Request Type: Variance ☐ Rezoning ☐ Conditional Use Permit ☐ Interim Use Permit ☐

Site Plan Review ☐ Subdivision/Plat ☐ Ord. Amendment ☐ Other ☐ _____

Description of request: _____

Existing use: _____

Is this a permitted use under the current zoning ordinance? Yes ☐ No ☐ If no, attach an explanation (ex: lawful non-conforming use).

Has a variance, conditional use permit, or rezoning been applied for previously? Yes ☐ No ☐
If yes, attach a copy of approval(s).

When the City is required to get outside review, such as legal, engineering, etc., or there are direct costs for processing the application, such as publishing required notices, the costs are billed to the applicant. The applicant, by signing this request, agrees to pay such fees.

Applicant Signature Date: _____

Application Received by: _____

Fee: _____	Payment Rcvd By: _____
Escrow: _____	Date: _____ Check #: _____

Date: _____

CITY OF PRINCETON
705 2nd Street North
Princeton, Minnesota 55371
763-389-2040

APPLICATION FOR SITE PLAN REVIEW

Application is hereby made for a Site Plan Review for the construction of a _____

Zoning District: _____ Future Land Use Designation: _____

Address of Property: _____

Owner: _____

Address: _____

Phone: _____ Email: _____

Applicant: _____

Address: _____

Phone: _____ Email: _____

The following information is submitted in support of the application as described in the "Site Plan Review Procedures" and "Site Plan Review Requirements."

- ☐ 1) Completed application for Site Plan Review.
- ☐ 2) Complete Site Plan Review check list.
- ☐ 3) Application fee: _____ Escrow fee (if required): _____
- ☐ 4) Acknowledgement of Responsibility form completed.
- ☐ 5) Affirmation of Sufficient Interest form completed.
- ☐ 6) Completed application to DNR (if applicable)

Application for Site Plan Review

- ☐ 7) Seven (7) 2' x 3' and fifteen (15) 11" x 17" copies of the following:
- ☐ a. Site plan.
 - ☐ b. Map of existing conditions.
 - ☐ c. Landscape plan.
 - ☐ d. Grading/drainage plan.
 - ☐ e. Building elevations of all sides.
- ☐ 8) One (1) rendering of building elevations.
- ☐ 9) Narrative describing project.
- ☐ 10) Any other relevant application(s) such as rezoning, conditional use permit, or variance request.

I fully understand that all of the above required information must be submitted at least 28 days prior to a Planning Commission meeting to ensure review by the Planning Commission on that date.

Applicant's Signature

Date

Comments/Revisions: _____

Received by:

City Agent's Signature

Date

ACKNOWLEDGEMENT OF RESPONSIBILITY

This is to certify that I am making application for the described action by the City and that I **am responsible for complying with all City requirements** with regard to this request. This application should be processed in my name and I **am the party whom the City should contact** regarding any matter pertaining to this application.

I **have read and understand the instructions** supplies for processing this application. The documents and/or information I have submitted are true and **correct** to the best of my knowledge. I will keep myself informed of the deadlines for submission of material and of the progress of this application.

If this is an application for **underground tank installation**, I understand that I must notify the Fire Marshall immediately in writing upon any change in required resident agent information.

I further understand that additional information, such as a traffic analysis or expert testimony, may be required for analysis of this request, and that upon my authorization the fees for such will be my responsibility.

I **agree to allow access by City authorized persons** in, on, or to the property for purposes of review of this application and any necessary inspections.

Applicant's Signature

Date

Name of Applicant: _____

Address: _____

Phone: _____

Name and Address of Additional Contract(s): _____

Phone: _____

AFFIRMATION OF SUFFICIENT INTEREST

I hereby affirm that **I am the fee title owner** of the below described property or that I have written authorization from the owner to pursue the described action.

Name of Applicant: _____

Phone: _____

Street address/legal description of subject project: _____

Signature

Date

If you are not the fee owner, attach another copy of this form which has been completed by the fee owner or a copy of your authorization to pursue this action.

If a corporation is fee title holder, attach copy of the resolution of the Board of Directors authorizing this action.

If a joint venture or partnership is the fee owner, attach a copy of agreement authorizing this action on behalf of the joint venture or partnership.

SITE PLAN PERFORMANCE AGREEMENT

I, _____, (the DEVELOPER) and the City of Princeton (CITY) enter into this agreement to stipulate the required terms of performance in the completion of the site plan improvements. The DEVELOPER agrees to complete all improvements to the project area as specified in the attached site plan information. All improvements must conform to the specifications in the site plan and must be approved by the City's designated officials.

These improvements must be completed within a reasonable time after completion of the building construction; however, all improvements must be completed within _____ months of the City approval of the site plan.

The improvements referred to above include, but are not limited to, any required landscaping, green space provisions, berming, and screening. These items are considered satisfactorily completed upon the planting, seeding, or sodding of healthy and growing material to the specifications in the site plan.

In order to provide surety to the City of Princeton for completion of the site development according to the site plan specifications, the DEVELOPER agrees to provide \$_____ to the City as an escrow deposit. This escrow represents approximately \$0.50 per square foot of land lying outside of the building footprint. This escrow will be returned to the DEVELOPER in its entirety after all requirements specified in the attached site plan have been completed and approved by the City's designated official.

DEVELOPER

Its:

Date

CITY OF PRINCETON

By: _____

Its

Date

SITE PLAN REVIEW

MULTI-FAMILY, COMMERCIAL, INDUSTRIAL, & INSTITUTIONAL PROJECTS

City of Princeton

City ordinance requires Site Plan Review of the following:

1. Multi-family,
2. Commercial,
3. Institutional, and
4. Industrial developments.

Site Plan Review by Staff

A. The **Applicant** or an authorized representative is responsible for:

1. Meeting with Building Official and Planner/Zoning Administrator to discuss the proposal to ensure compliance with appropriate ordinances and procedures.

B. In some instances with commercial/industrial development that meets all zoning and development requirements, the Planner/Zoning Administrator may determine that staff review is sufficient.

Site Plan Review by Planning Commission

A. The **Applicant** is responsible for:

1. Meeting with Building Official and Planner/Zoning Administrator to discuss the proposal to ensure compliance with appropriate ordinances and procedures.
2. Submitting all filing requirements to the Planner/Zoning Administrator at least ten (10) days prior to the regular Planning Commission meeting at which the review is to be held. **All required information must be received before the application will be scheduled for a Planning Commission meeting.** Applicants should attend the Planning Commission meeting.

3. After Planning Commission approval, you must:

- a) Provide surety to the City in an amount of \$0.50 per square foot of the site footprint for landscaping/screening site improvements. The surety is refundable upon completion of the site work to the satisfaction of the Building Official and/or Planner/Zoning Administrator.
- b) Arrange a pre-construction meeting with City staff prior to any work being performed on the site.
- c) File an application for a building permit.

B. City staff is responsible for:

1. Placing this item on a Planning Commission agenda for review.
2. Preparing a staff report, recommending either approval with stipulations or denial, and forwarding to the Planning Commission three (3) days prior to the meeting. An owner's copy will be available at City Hall.
3. The Planning Commission reviews the application and makes recommendations and decision.
4. Notifying Applicant in writing of Planning Commission decision, sending along copies of the Performance Agreement for execution.

All site plan approvals are valid for **one year** from date of approval by the Building Official and Planner/Zoning Administrator.

SITE PLAN REVIEW REQUIREMENTS

The following information is required when requesting site plan review approval:

Note: Seven (7) 2' x 3', fifteen (15) 11" x 17", and electronic copies of the following:

A. Map

The map indicates existing conditions on the site and all property within 200 feet. This scaled drawing should show:

1. Property boundaries and dimensions.
2. Adjacent roadways, roadway right-of-way, and access points.
3. Existing topographical contours (minimum interval 2 feet).
4. Existing structures.
5. Existing parking area and other manmade features.
6. Existing significant vegetation and trees 4" caliper or larger, by size and species (subject property only).
7. Name of project/development.
8. Name and mailing address of Developer/Owner.
9. Name and mailing address of Engineer/Architect.
10. North arrow.
11. Date of preparation.

B. Site Plan – This should be a scaled drawing indicating the following:

1. Building footprints, size, and dimensions.
2. Parking areas indicating location of handicapped and compact spaces.
3. Setback lines.
4. Wetlands or floodplains (100-year high water mark and DNR classification).

5. Wetland alteration.
6. Ingress and egress points.
7. Sign locations and details.
8. Light Fixture details and placement.
9. Staging plan for any project involving more than one construction season which sets forth chronological order of construction and estimated completion dates.
10. Listing of all Federal, State, and City permits and status.
11. Location of trash containers and of heating and air conditioning equipment.
12. Description of all site improvements including fences, walls, lighting, walkways, patios, decks, and barriers.
13. On this plan a summary should be provided indicating building square footage, lot areas, parking spaces (indicating number of handicapped and compact spaces), lot coverage, sign details, type and height of light fixtures, dwelling unit density, and green space percentage.
14. Property line locations.

C. Landscape Plan (Based on Ord. 658, Rev. 11-18-2010)

1. Landscaping Plan.
 - a. A landscaping plan shall be submitted at the time of site plan/preliminary plat review for any:
 - 1) New development or new building construction in any commercial, industrial, single-family residential, multiple-family residential, public/institutional or planned unit development.
 - 2) Modification or expansion of a building or improvements to a site that affect greater than 10% of the existing non-residential structure/site, and/or when there is a change in land use. Landscaping requirements shall be applied to those portions of the site that are directly affected by the proposed improvements, or change in land use, as determined by the Zoning Administrator. In all cases appropriate screening and buffering shall be provided for the entire site.

- 3) No building permit for any non-single family residential construction shall be issued until a landscape plan, if necessary, is approved and a security is obtained by the City.
 - b. Plan Requirements. Complete landscaping, screening, and erosion control plans in the R-3 (excluding single family), B-1, B-2, B-3, HC-1, MOR, MN-1 and MN-2 districts shall be prepared and submitted for approval based on the following requirements:
 - 1) Plans: (as determined by Zoning Administrator may include or be modified by the Planning Commission for the following)
 - a) Detailed natural land analysis, including vegetation, soil types and slopes.
 - b) Man-made features.
 - c) Details of all proposed vegetative landscaping materials, including placement, Latin name, common name, caliber/height, quantity.
 - d) Details of all proposed non-vegetative land landscaping and screening materials.
 - e) Where landscape or man-made materials are used to provide required screening from adjacent and neighboring properties, a cross-section shall be provided at a legible scale illustrating the prospective of the site from the neighboring property and property line elevation.
 - f) Planting and construction schedule for completion of landscaping and screening plans. The final landscaping and screening plan must be approved by the Planning Commission at the time of site plan review.
 - c. Copies: as required (seven (7) 2' x 3' and fifteen (15) 11" x 17" of site plan.
2. Landscaping requirements in Single-Family Residential Districts
- a. Lots must maintain sod in the City's right-of-way and along the 5-foot perimeter of the property, except in areas where the required driveway access is located. An exception to this restriction would be landscape materials (2 to 3 feet in width) adjacent to a residential driveway.

- b. Number of trees. The minimum number of major or over-story trees on any given site shall be as indicated below with a minimum percentage of landscape area for non-residential use districts. These are the minimum substantial plantings, in addition to other under-story trees, shrubs, flowers, and ground cover, deemed appropriate for a complete quality landscape treatment of the site.
 - c. Each 1 and 2 family residential dwelling unit shall contain trees totaling at least 8 inches in diameter at installation with a minimum of 2 trees located in front of the home. Each tree must meet minimum size requirements as indicated in section 9 below. The Zoning Administrator may authorize the placement of some of the required trees within the side or rear yard if, due to the shape of the lot if there are unique circumstances.
- 3. Landscape requirements specific to Business Districts:
 - a. B-1 Central Business District:
 - 1) No specific Area requirement.
 - b. B-2 Neighborhood Commercial District business:
 - 1) At least thirty percent (30%) of the land area shall be sodded and landscaped with approved ground cover, shrubbery and trees.
 - 2) At least eight percent (8%) of the internal parking area shall be landscaped. This area is counted as part of the overall required "landscape area."
 - c. B-3 General Business District:
 - 1) At least twenty five percent (25%) of the land area shall be sodded and landscaped with approved ground cover, shrubbery and trees.
 - 2) At least three percent (3%) of the internal parking area shall be landscaped. This area is counted as part of the overall required "landscape area."
 - d. MOR Medical Office Residential
 - 1) At least twenty five percent (25%) of the land area shall be sodded and landscaped with approved ground cover, shrubbery and trees.

- 2) At least three percent (3%) of the internal parking area shall be landscaped. This area is counted as part of the overall required "landscape area."
4. Landscape requirements specific to Industrial Districts:
 - a. MN-1 Industrial District:
 - 1) At least fifteen percent (15%) of the land area shall be sodded and landscaped with approved ground cover, shrubbery and trees.
 - 2) At least three percent (3%) of the internal parking area shall be landscaped. This area is counted as part of the overall required "landscape area."
 - b. MN-2 Industrial District:
 - 1) At least fifteen percent (15%) of the land area shall be sodded and landscaped with approved ground cover, shrubbery and trees.
 - 2) At least three percent (3%) of the internal parking area shall be landscaped. This area is counted as part of the overall required "landscape area."
5. Landscape requirements specific to Multiple Family townhome and stacked dwelling units:
 - a. At least fifty percent (50%) of the land area shall be sodded and landscaped with approved ground cover, shrubbery and trees.
 - b. At least eight percent (8%) of the internal parking area shall be landscaped. This area is counted as part of the overall required "landscaped area."
6. Landscaping shall provide for an appropriate mix of plantings around a minimum of fifty (50) percent of the exterior footprint of all buildings. Landscaping shall improve the appearance of the structure and break up large unadorned building elevations.
7. Minimum size of plantings:
 - a. Over story deciduous - 2 1/2 inch caliper.
 - b. Coniferous - 6 feet in height.
 - c. Shrubs - 24-inch pot.

- d. Ornamental trees - 2 inch caliper.

In the event a site plan layout does not have adequate open space to accommodate plant quantities as per ordinance, such quantities per species can be combined into less quantities per species, provided total required height or caliper is maintained. Trees shall be of varying species and shall be in accordance with the minimum size of plantings.

8. Species:

- a. All trees and plantings used in site developments shall be indigenous to the appropriate hardiness zone and physical characteristics of the site.
- b. All deciduous trees proposed to satisfy the minimum requirements of this policy shall be long-lived hardwood species.
- c. The complement of trees fulfilling the requirements of this section shall be not less than 25% deciduous and not less than 25% coniferous. Single-family residential development is exempt from this requirement.
- d. Landscaping With Native Species: The use of native species may be permitted to meet the required plantings or ground cover requirements in the landscape plan as approved by the City Council during the plan review process.
- e. Species of trees selected for any site shall follow the City's list of prohibited and acceptable trees available at City Hall.

9. Method of installation:

All deciduous and coniferous trees shall be ball and burlap and staked and guyed per National Nurseryman's Standards. All shrubs shall be potted.

10. Sodding and ground cover:

All open areas of any site not occupied by buildings, parking, or storage, shall be sodded or seeded over four (4) inches of topsoil. Exceptions are as follows:

- a. Seeding over four (4) inches of topsoil of future expansion areas (areas to be built upon within eighteen (18) months as shown on approved plans.
- b. Undisturbed areas containing existing natural vegetation which can be maintained free of foreign and noxious materials.

- c. Areas designated as open space for future expansion area properly planted and maintained with grass.

11. Slopes and berms:

- a. Final slope grade steeper than the ratio of 3:1 will not be permitted without special approval of treatment, such as terracing or retaining walls.
- b. Berming used to provide required screening of parking lots and other open areas shall not have a slope to exceed 3:1.

12. Use of Landscaping for Screening:

Where natural materials, such as trees or hedges are approved in lieu of required screening by means of walls or fences, density and species of planting shall be such to achieve ninety (90%) percent opaqueness year round.

13. Maintenance Policy:

All new plants shall be guaranteed for 12 months from the time planting has been completed. All plants and sodding shall be alive, of good quality, and disease-free at the end of the warranty period or be replaced. Any replacements shall be warranted for 12 months from the time of planting. It is the responsibility of the property owner to ensure that the landscaping is maintained in an attractive condition at all times. The owner shall replace any damaged or dead trees, shrubs, ground covers, and sodding.

14. Erosion Control:

All open disturbed areas of any site shall be seeded as an erosion control measure.

15. Clear Cutting:

No clear cutting of woodland areas shall be permitted. Shade trees of six (6) inches or more in caliper shall be saved unless it can be demonstrated that there is no other way to develop the site.

16. Landscaping may be permitted in utility and drainage easements or road right-of-way with the approval of the Zoning Administrator.

17. No plantings that may interfere with traffic visibility shall be permitted within the intersection sight distance triangle.

D. Grading/Drainage Plans

This plan can be combined with landscape plan, indicating the following:

1. Existing contours and final land contours.
2. Method of drainage proposed (catch basins, culverts, and ponding areas) and design calculations.

E. Utility Plan

This plan can be combined with the Drainage Plan, indicating the following:

1. Sanitary sewer.
2. Water.
3. Hydrant location.
4. Miscellaneous external mechanical.
5. Utilities and utility right-of-way easements (electric, gas, telephone, water, and sewer).

F. Building Elevations

These elevations indicating the following:

1. Building heights.
2. Building materials of roof and façade.
3. The relationship of the building to the site and surrounding area.
4. Renderings of elevations and perspective drawings.

G. Written Narrative

This explains type of use, operational information, design parameters, development concept, and time schedule of the facility being proposed.

<p>SPECIFICATIONS FOR COMMERCIAL, INDUSTRIAL, AND INSTITUTIONAL SITE IMPROVEMENTS</p>
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A. Streets and Parking Lots

All rooftop mechanicals shall be screened with materials that are architecturally compatible with the building. All ground level mechanicals (air conditioning units, electrical boxes, etc.) shall be screened with shrubs or an approved fence.

B. Trash Containers

All exterior trash containers shall be screened by an enclosure as approved by the Planning Commission.

C. Landscaping

Detailed landscape plans shall be included and approved by the Planning Commission.

D. Lighting

Off-street parking shall be illuminated to a minimum level of one (1) foot candle at ground level over the entire surface of the parking area. Wall packs are not permitted.

E. Signage

All signage shall be in conformity with the Princeton Sign Ordinance.

F. Performance Agreement

Upon City Council approval of a site plan and prior to the issuance of building permits or initiation of work on the proposed improvement or development, the developer shall execute a Performance Agreement setting out site improvement items and terms of completion of said items.

G. Surety

1. The posting of surety shall be required at the time a certificate of occupancy is to be issued. The owner shall provide the City with cash, corporate surety bond, approved letter of credit, or other surety satisfactory to the City in the amount equal to 110% of the estimated cost for completion of any uncompleted site improvements if the surety submitted is in the form of cash or letter, or 150% of such estimated cost if the surety submitted is in the form of a bond.
2. The City shall hold the surety for such period of time as set forth in the Performance Agreement.
 - a. The surety may only be released by the City Council.
 - b. Periodically, the amount of the surety may be reduced by the City Council.
 - c. Reductions and release actions will only be initiated after proper request has been made by the developer.
 - d. Failure to comply with the conditions of the site plan approval, the Performance Agreement or the Ordinances of the City shall result in forfeiture of the surety to the extent necessary to achieve the project's total compliance with the approved site plan.
3. Surety posted to guarantee the proper installation and vigorous growth of all landscape elements and screening required herein shall remain in effect for a full growing season, unless otherwise waived by Council action.
 - a. A growing season shall include the period of May 1 through October 31.
 - b. The one-year guarantee period for plant material installed after June 1 shall commence the following year.
 - c. Lots provided with an irrigation system covering one hundred percent (100%) of the area improved with landscaping need only provide a surety for one (1) growing season.

H. Required Inspections

1. After site is graded but prior to laying bituminous.
2. After first lift of bituminous is laid.

3. While pouring concrete curbs and gutters.
4. Call for a final site inspection two (2) weeks before you wish to occupy the building. A final calculation of uncompleted site improvements must be made and wording on the surety (bond or letter of credit) must be reviewed and approved by the City Attorney.

I. Construction of Berms

1. The construction of earth berms as buffers or screens has become popular to screen parking lots and to soften the "interface" between residential and commercial or industrial uses.
2. When berms are constructed on privately owned land, details can be resolved with the help of the Princeton City Engineer. The location and elevations of the berms can be shown on the final grading plan of a subdivision or on the grading plan that must accompany a site and building plan.
3. In some instances, however, it may be desirable to locate berms adjacent to major roadways. In this case, there are certain guidelines that must be followed. If the berm is to be partially located on right-of-way:
 - a. Berms are permitted only where a minimum of 60 feet of right-of-way exists as measured from the centerline of the road.
 - b. A maximum of one-half of the berm can extend into the right-of-way.
 - c. A berm can extend no more than 10 feet into the right-of-way.
 - d. The maximum slope of the berm within the right-of-way is three to one.
 - e. No trees are permitted in the right-of-way.
 - f. No special or additional maintenance will be performed by local government regarding the upkeep of the berm.
 - g. The property owner/developer is responsible for construction of the berm and any permit required for that construction.

